## **Board of Directors Minutes**

Date:	7 <sup>th</sup> November, 2019	
Scheduled Start:	7.30 PM	
Venue:	Ceres Learning Centre, Lee St East Brunswick	
Audio:	http://dte.org.au/audiominutes	
<b>Register on line:</b>	https://dte.coop/live.meeting	
Zoom Connect:	https://dte.coop/to/zoom	
Phone Connect:	Phone Connect: (02) 8015 2088 Meeting ID Number 236280361	

#	Item		Raised by:
1	Acknowledge and pay respect to the traditional owners and ongoing custodians of the land		
	We gather on the lands of many Aboriginal Nations. We pay our respects to Elders past, present and emerging. Indigenous sovereignty has never been ceded in Australia and we should endeavour to be mindful of this in everything we do, given our focus is gathering to create better ways of living in our society, not just for festival attendees but for all.		
2	Meeting Started		Procedural
	8pm		
3	Meeting coordinators		Procedural
	Chairperson: David Cruise Minute Keeper: Coral Larke Host: Troy Reid		
4	Attendance		Procedural
	<ol> <li>Cruise David</li> <li>Larke Coral</li> <li>MacPherson Robin</li> <li>Rasmussen Mark</li> <li>Reid Troy</li> <li>Shapiro Kate</li> <li>Waldram Grant</li> </ol>	<ol> <li>Bavidson Jimmy</li> <li>Gregory Steve</li> <li>Morsman Tania</li> <li>Reid John</li> <li>Rider Flynn</li> <li>Schwartz Martin</li> <li>Wells Jack</li> </ol>	
5	Confirmation of previous minutes		Procedural
	Date: 3 <sup>rd</sup> October 2019 Moved: Mark Rasmussen Seconded:		
6	Date 17th October 2019 Moved: Troy Reid Seconded: Robin MacPherson PBC         Matters Arising		Procedural
7	Correspondence		Procedural
	Correspondence inwards 20191001 CERES Invoice Inv-1030023098.pdf 20191005 Director Nomination Form (drafted by David Cr 20191005 NSW Ambulance Invoice 42817630.pdf 20191005 NSW Health Pathology 31-July-2019.pdf 20191005 NSW Health Pathology 8-July-2019.pdf 20191005 NSW Health Pathology 8-July-2019.pdf 20191005 NSW Health Pathology 8-July-2019.pdf 20191005 NSW Revenue Invoice 42817630.pdf 20191005 Ruby Mountford WWCC.pdf 20191008 Arcuri & Associates Commercial Motor Vehicle 20191008 Arcuri & Associates Commercial Motor Vehicle 141A556518MVA-273929.pdf 20191008 Bendigo Bank EFTPOS Merchant Statement.p 20191008 WaterNSW Customer Newsletter.pdf 20191008 WaterNSW Tax Invoice.pdf 20191009 Arcuri & Associates Account Statement as at 0 20191009 Arcuri & Associates Invoice-274014.pdf 20191009 Converge International Invoice 179364.pdf	\QM6238-1118 Commercial Motor (web).pdf \Renewal Invoice-DOWN TO EARTH VIC COOP- \VER19112018.pdf df	Moved Troy Reid Seconded Kate Shapiro PBC

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Director Spen				
_		ransactions at the end of the meeting.		
Action Tasks	isted 11 <sup>th</sup> Novemb	er	I	
Date	Item	Торіс	Responsible	Status
30/11/19	Barry Simmons	Letter to be sent to Barry Simmons	Troy Reid	
30/11/19	Elle Brogan	Letter to be sent to Elle Brogan	Troy Reid Coral Larke	
30/11/19	John Magor G&SC	Letter to be sent to John Magor		
30/11/19	Cultural	Call for a G&SC meeting for 12 November	Troy & Kate	
30/11/19	Transformation	Troy and Kate will call a Board meeting to discuss the issue of Bullying Complaints	Troy and Kate	
30/11/19	Finance Privacy Policy	The Board will develop a privacy policy	Board	
30/11/19	Resolution	To find the motion: "that directors will provide a list of personal expenditure "		
Previous Actio	on Tasks			
Date	Title	Description	Assigned	Status
03=10-2019	Fincom to analyse the financial bookkeeping mot passed	motion passed on the 06/06/2019 and ensure	Robin Macpherson	Ongoing
03-10-2019	Memcom privacy policy	That the GSC be asked to develop a privacy policy for memcom	Kate Shapiro	Ongoing
03-10-2019	A member will email the Boa a list of 26 other members	That a member Ird	Martin Scharwz	Ongoing
03-10-2019	Membership form submission at ConFest	That there be a place set up at ConFest with wifi connectivity where members can scan their forms and email directly to memcom	Troy Reid	Ongoing
03-10-2019	All bills to be sent fincom	to That all bills to paid be emailed to fincom after being registered as correspondence inwards	Troy Reid	Ongoing
03-10-2019	Board to join fince	om TBT has recommended that all Board members join fincom	All Board members	Ongoing

03-10-2019	AGM extension application to CAV	Troy will complete the application forms immediately	Troy Reid	Complete	
05-Sep-2019	Converge Advice	Coral getting advice from Converge about bullying and how to handle internal complaints	Coral Larke Kate Shapiro	Ongoing	
05-Sep-2019	Permacroft Shares Sale	David to provide the cooperative with documents to support the contract of sale.	David Cruise	Ongoing	
05-Sep-2019	ICDA Membership Subscription Renewal	Pay membership subscription renewal (\$230) <u>https://dte.coop/to/x9bw9</u>	Troy Reid	Ongoing	
01-Aug- 2019	Converge	To relay information to people in conflict that they can be referred to Converge for support in terms of counselling or mediation.	Kate Shapiro	Ongoing	
01-Aug- 2019	Facebook & Aboriginal Conflict	Coral spoke with the people involved needs to speak with Grant offline	Coral Larke Grant Waldram	No longer relevant	
01-Aug- 2019	Policy review	To review Site Ban policy & Sexual Misconduct Policy	Coral handed back to Grant	Ongoing	
06-Sep-2018	Lodged Rules	Purchase a copy of cooperative's lodged rules from Consumer Affairs Victoria (CAV)	Troy Reid	Complete	
Point of Ord	ler				
Mark Rasmi	ussen complained		r asked for direct		
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	amount of work required that in comparison to last year with having Canicot assist doing the	
	amount of work required, that in comparison to last year with having Sanjeet assist doing the	
	receipts DTE's Finance bill will be paying a fraction of what was paid to the previous bookkeeper.	
	3. If people would label the receipt as asked, list the GST and confirm the supplier then there would	
	be no need for offshore assistance.	
	4. privacy isn't an issue because viewing the huge number of receipts FinCom have as not seen any	
	receipts with identifying details.	
12	Amendment to Finance Policy: No. 4	
	Amendment 1: Digital copies of tax invoices, receipts and other supporting documentation for	Amendment
	financial transactions are to be supplied directly to the bookkeeper or finance committee in the	Moved Grant
	manner they prescribe. Amendment: Failed	Waldram <b>Seconded</b>
	Amendment 2: Digital copies of tax invoices, receipts and other supporting documentation for	Troy Reid PBC
	financial transactions are to be supplied directly to the finance committee, and optionally to the	-,
	bookkeeper as a confirmation copy only. Amendment: Passed	
13	Amendment to Finance Policy: No. 2	
	The Board of Directors will act as the organisation's representatives with the cooperative's	Moved Kate
	bookkeepers, accountants and auditors.	Shapiro
		Seconded PBC
14	Privacy Policy	
	Action: A privacy policy will be developed independently of the reviewed Finance Policy	
15	Transfer of funds to 4ArtSake	
	The Board does not handle this budget.	Moved Coral
	Motion: The Board has no objection to transfer \$20.000 to 4ArtSake on behalf of the OC.	Larke
		Seconded Kate Shapiro
		PBC
16	Point of order	
	During the meeting against the wishes of the Chair the Host muted all members and played a	
	recording of an argument that occurred a week prior between 2 members during a zoom meeting.	
17	Carried Resolutions	
	Reviewed Finance Policy Motion: To adopt the reviewed Finance Policy	
	1 The Board of Directors will appoint professional and experienced bookkeepers as required to	
	perform financial bookkeeping services. This engagement may be on a volunteer, pro-bono or commercial contract basis.	
	<b>2</b> The Board of Directors will act as the organisation's representatives with the cooperative's bookkeepers, accountants	
	and auditors.	
	3 Only the cooperative's bookkeepers, accountants and auditors are to have security permissions	
	to enter or modify transactions or financial ledgers of the cooperative's accounting software. All	
	other parties (including DTE volunteers and officeholders) will have read only access. 4Digital copies of tax invoices, receipts and other supporting documentation for financial transactions are to be supplied	
	directly to the finance committee, and optionally to the bookkeeper as a confirmation copy only.	
	5 All account controllers (volunteers who spend DTE money on behalf ot the Co-operative) will be	
	required to preserve and store original copies of tax invoices, receipts and other supporting	
	documentation for future possible requirements of the auditor.	
	<b>6</b> An internal review of financial transactions of an account controller must be performed to verify their use complied with the intended application of the co-ops funds as minuted and detailed in	
	the budget releasing the funds An external audit of financial transactions of an account controller	
	by an accounting professional may be performed only at the request of the Board. Moved David Cruise	
	Seconded Robin MacPherson PBC	
	<b>Transfer of funds to 4ArtSake Motion:</b> The Board has no objection to transfer \$20.000 to 4ArtSake on behalf of the OC. <b>Moved</b> Coral Larke <b>Seconded</b> Kate Shapiro <b>PBC</b>	
18	Next Meeting Date & Time Confirmation	
	5 <sup>th</sup> December, 2019	
10		
19		
19	Meeting Ended 10.30 PM	